

Transportation

Committee Meeting
MIRA, 211 Murphy Road, Hartford, CT
Monday April 24th, 2017
12 Noon

Name

Larry Baril
Chris Edge
Jon Colman
Patrice Carson
Todd Penney
Timothy Webb
John Cabibbo
Russ Arnold
Daniel Pennington
Gil Hayes
Kirk Severance
Jim Ford
Sandy Fry
Kevin Kelly
Jeff LaMalva
John Carrington
Peter Hughes
Rob Trottier
Chris Greenlaw
John R. Bossi
Jim Sollmi
Jeff Shea
Keith Hayden
Jeffrey Doolittle
Jerry Turbert
David Smith
Duane Martin
Derrick Gregor
Bob Jarvis

Guests

Grayson Wright
Mary Poesse
Ted DeSantos
Jonathan Thiesse

Organization

Avon
Berlin
Bloomfield
Bolton
Coventry
Ellington
Enfield
Farmington
Glastonbury
GHTD
Granby
Hartford
Hartford
Hebron
Manchester
Mansfield
Marlborough
New Britain
Newington
Plainville
Rocky Hill
Simsbury
Southington
South Windsor
Suffield
Vernon
West Hartford
Wethersfield
Windsor

CTDOT
GHTD
Fuss & O'Neill
Bloomfield

DRAFT until
Endorsed
by the
Committee

Staff

Rob Aloise	CRCOG
Jennifer Carrier	CRCOG
Mike Cipriano	CRCOG
Emily Hultquist	CRCOG
Tim Malone	CRCOG
Pramod Pandey	CRCOG
Cara Radzins	CRCOG
Sotoria Montanari	CRCOG
Ryan Visci	CRCOG
Karen Stewartson	CRCOG
Lyle Wray	CRCOG

1. **Roll Call** – Mr. Jon Colman called the meeting to order at 12:00 PM.
2. **Public Forum** – No one choose to speak.
3. **Adoption of Meeting Minutes from March 20th 2017** – A motion was made by Patrice Carson from the Town of Bolton, seconded by Chris Edge from the Town of Berlin to adopt the meeting minutes from the March 20th, 2017 meeting. This motion was passed unanimously.
4. **Staff Reports**
 - **Autonomous Vehicles** – Ms. Jennifer Carrier gave a summary of the information presented at the Northeast Autonomous Vehicle Summit, which was organized by the Connecticut Transportation Safety Research Center. The purpose of the summit was to present the impacts and requirements that autonomous vehicles will require as they become mainstream. It was noted that Ellington uses an autonomous vehicle as part of its fleet. Mr. Timothy Webb stated that it is working well but that the person inside the vehicle needs to take control when there is an unexpected issue, such as a double-parked vehicle that requires a maneuver over the yellow line to get around. The summit included a presentation by CTDOT, and Ms. Carrier will work with CTDOT to have that information presented to the Transportation Committee at a future meeting.
 - **CTDOT RPO Coordination Unit roles and tasks** – Ms. Jennifer Carrier explained that CTDOT is in the process of more clearly defining the roles and responsibilities of the RPO Coordination Unit. Mr. Grayson Wright, the RPO Coordinator for CRCOG, noted that there has been some confusion among the Regions and within CTDOT about the role of the liaisons, and the goal is to get everyone on the same page. CTDOT has prepared a draft document that outlines the current roles and responsibilities of the Unit – falling into three categories: Administrative, Liaison, and Educational. The draft was shared with Committee members. Comments on the draft should be sent to Ms. Carrier by the first week of May so that she can share those comments with CTDOT.

- **Regional Complete Streets Plan Project-Status Update** – Mr. Tim Malone gave a brief update on the Complete Streets Plan Project. Mr. Malone explained that the purpose of this effort, which is funded by an OPM grant, is to update CRCOG's Bike/Ped Plan to a Complete Streets Plan. The effort will include inventorying assets, assessing the network, and identifying priority corridors. CRCOG interviewed five firms for the project and are currently negotiating a scope and fee with the highest rated firm. Work is anticipated to begin in June.
- **Annual report of the Connecticut Bicycle Pedestrian Advisory Board** – Mr. Tim Malone briefed the Committee on the 2016 Connecticut Bicycle and Pedestrian Advisory Board Annual Report, which has been approved by the Governor. He noted that some of the recommendations included in this report are updating the Highway Design Manual, filling gaps in the bike/ped infrastructure, and coordinating maintenance projects with complete streets efforts. More information can be found at <http://www.ctbikepedboard.org/>

5. **Public Participation Plan-Endorsement** – Ms. Cara Radzins shared the updated DRAFT Public Participation Plan, highlighting the changes that had been made to the January 9th version previously reviewed by the Transportation Committee. She noted that additional public comments had been received over the weekend and that CRCOG was in the process of preparing responses to those. She requested that the Transportation Committee endorse the DRAFT Public Participation Plan with the understanding that the Policy Board would review the additional public comments during their consideration of adopting the Plan on April 26th. Upon adoption by the Policy Board, the Public Participation Plan will be considered final and replace the existing Plan from 2007. A motion was made by Gilbert Hayes from GHTD, seconded by Patrice Carson from the Town of Bolton to endorse the Public Participation Plan. This motion was passed unanimously.

6. **Comprehensive Transit Service Analysis-Endorsement** – Ms. Cara Radzins gave a brief update on CRCOG Comprehensive Transit Service Analysis, noting that drafts of the Executive Summary and Final Report had been shared with the Transportation Committee and are available at <http://hartfordtransitstudy.com/downloads/>. Ms. Radzins noted that she had received additional public comments on the study over the weekend, and that CRCOG would be responding to these comments and adding them to the public comment log for the study. She requested that the Transportation Committee endorse the final documents of the Comprehensive Transit Service Analysis so that it can be considered by the Policy Board for endorsement as well. Following endorsement by the Policy Board, the recommendations from the study can be incorporated into CRCOG planning documents. A motion was made by Patrice Carson from the Town of Bolton, seconded by Chris Edge from the Town of Berlin to endorse the Comprehensive Transit Service Analysis. This motion was passed unanimously.

7. LOTCIP Quarterly Reporting Update – FY2017 Q3 – Ms. Sotoria Montanari provided an overview of the LOTCIP FY17 Quarter 3. Ms. Montanari indicated that the information was extracted from two provided tables included in the Quarterly Status Report memo (Program Status Summary and Project Quarterly Status Report). Some of the main highlights were summarized as follows:

- CRCOG expended **\$4,708,400** in FY16 and expects to expend **\$18,941,074** in FY17
- CRCOG received **ten (10)** of the **eleven (11)** expected Quarter 3 design submissions
- **All** active project's final design submissions remained in their scheduled fiscal year
- CRCOG anticipates receipt of **nine (9)** design submissions in Quarter 4 of FY2017
- **Five (5)** applications were transmitted to CTDOT, **four (4)** are expected next quarter
- **Four (4)** projects entered construction, **six (6)** are expected next quarter
- **Three (3)** final designs were received, **Seven (7)** are expected next quarter
- **Four (4) CTDOT Commitment to Fund Letters** received, **nine (9)** applications are pending CTDOT approval

A representative from Granby was asked to provide a scheduling update and indicated that CRCOG would be in receipt of their final design plans by the end of the week.

8. LOTCIP 2017 Selection Policy- Mr. Robert Aloise reviewed the DRAFT LOTCIP 2017 Selection Policy that was issued in the mailing packet. Mr. Aloise indicated that the Subcommittee had reviewed and endorsed the DRAFT Selection Policy with the following confirmations/revisions:

- **Eligibility for Bridge Improvements with other approved Funding Sources-** The subcommittee confirmed that bridges that have already either begun receiving funds from other state or federal programs, or have been selected to receive these funds and remain in that program at the date of the Letter-of-Intent shall not be eligible for LOTCIP funding.
- **CRCOG Cost Containment policy** - The subcommittee reviewed this policy and provided direction to revise the current cost containment policy from 10% to 20% with the caveat that the cost increase cannot be the result of a change in scope. As per previous policy, any major changes shall be brought before the cost committee regardless of cost implications.

- **Transportation Enhancements-** The subcommittee was in agreement with retaining the current 20% limit on enhancement type items. CRCOG staff was tasked with ensuring that policy properly defines what constitutes an enhancement item.
- **Project Readiness Incentives-** CRCOG staff was charged with drafting additional selection policy to favor projects that have already been advanced (in design, permitting, or right-of-way) and can demonstrate likely expedited delivery. The committee decided that up to 5 points should be awarded to these proposals for Phase 2, and tasked staff with coming up with appropriate Phase 1 selection incentives.

A motion was made by Timothy Webb from the Town of Ellington, seconded by Russ Arnold to accept the DRAFT 2017 LOTCIP Solicitation Policy with revisions/clarifications documented above and as approved by the subcommittee. This motion was passed unanimously.

9. LOTCIP

- **RFQ Update-** Ms. Sotoria Montanari reported that on Friday, April 21, 2017 a panel completed interviews for four (4) firms for On-Call List 3 consultant. The panel selected and will be notifying the top ranking firm. Additional interviews will be conducted for short-listed firms for On-Call List 1 and 2.
- **Resolution:** Ms. Montanari added that there was a resolution in the packet for review. To ensure projects are cost efficient, errors are minimized and schedules are progressing, CRCOG has an on-call agreement with two consultants to assist with technical oversight of the program. To ensure advancement in a timely manner and continue program expenditures, CRCOG will be hiring a third consultant and extending an agreement with two on-call consultants we currently have. Ms. Patrice Carson asked about the term of the new contract. Staff confirmed that the new on-call consultant agreement would be for two years with the provisions to extend the contract for two years.

A motion was made by Patrice Carson from the Town of Bolton, seconded by Jim Ford from the City of Hartford to accept Resolution Authorizing Execution of Agreements for Administration of the Local Transportation Capital Improvement Program. This motion was passed unanimously.

10. TIP amendments –Ms. Jennifer Carrier reviewed the TIP amendments. A motion was made by Patrice Carson from the Town of Bolton, seconded by Gilbert Hayes from GHTD to accept the TIP amendments as presented. This motion was passed unanimously.

- Replace Highway Signs and Supports (Rt 9/Rt 72)
- Fy17: Statewide Transportation Demand Management (Greater CT Moderate)

- 11. Unified Planning Work Program (UPWP)** – Ms. Jennifer Carrier explained that CRCOG has prepared a draft of its UPWP for fiscal years 2018 and 2019. Ms. Carrier said the complete draft can be found on CRCOG’s website at <http://www.crcog.org/> under “Featured”. Ms. Carrier stated that CRCOG is awaiting review comments from CTDOT and federal agencies, and she anticipates that there will be a request for endorsement at the May 22nd Transportation Committee Meeting.
- 12. Presentation:** Spring 2016 Statewide Aerial Data Acquisition: Overview and update, Erik Snowden-CRCOG IT/GIS Coordinator – Mr. Erik Snowden gave a brief presentation on the Spring 2016 Statewide Aerial Data Acquisition. The resulting imagery can be found at <http://cteco.uconn.edu/>, or towns can provide CRCOG with an external hard drive to receive the files. Mr. Snowden stated if anyone had any questions please contact him directly.
- 13. Other Business** –There was no other business discussed.
- 14. Adjourn** – The meeting was adjourned at 12:40 PM.